



**Rick Staly, Sheriff**

## **FLAGLER COUNTY SHERIFF'S OFFICE**

*"An honor to serve, a duty to protect."*

### **OPEN POSITION ANNOUNCEMENT**

<b>Job Title:</b>	<b>Human Resources Generalist</b>	<b>Posting Date:</b>	<b>September 13, 2021 Open until filled</b>
<b>Division:</b>	<b>Organizational Services Division</b>	<b>Supervisor:</b>	<b>Chief, OSD</b>
<b>Shift:</b>	<b>Monday - Friday</b>	<b>Salary:</b>	<b>\$47,548 DOE</b>

The Flagler County Sheriff's Office is seeking a personable and energetic team player for our Human Resources Unit. Flagler County is located on the Atlantic Coast of NE Florida between Daytona Beach and St. Augustine. Flagler County is one of fifteen Florida counties named to the top 100 fastest growing counties in the nation. With 115,000 residents the population is expected to double by 2050. The Flagler County Sheriff's Office has been the only full-service Law Enforcement Agency in Flagler County for over 100 years. We have over 300 professionals and are proud to be four-diamond accredited in Law Enforcement, Corrections, Telecommunications and Ethics. The Daytona Beach News Journal has recently named the Flagler County Sheriff's Office as one of the 10 best places to work in Flagler County and Volusia County.

#### **DUTIES AND RESPONSIBILITIES:**

Successful candidate will possess the competence and skill level to execute various duties in the following areas of the Human Resources function: recruitment & selection, onboarding, job analysis, performance reviews, compensation, collective bargaining, employee retention strategies, workforce diversity initiatives, HR metrics for Human Resource and organization performance, risk management processes, employee benefit & insurance programs, progressive discipline policy, maintenance of personnel records, workforce/succession planning, internship program, employee recognition programs and employee tuition reimbursement programs. Must have working knowledge and understanding of Human Resources compliance that impact the public sector employer.

#### **Knowledge Skills and Abilities**

- Effective communication skills to respond to agency personnel to answer their HR questions
- Ability to analyze data and metrics, prepare reports, and present recommendations.
- Proficient in the use of Microsoft Word, Excel, & Outlook software programs.
- Ability to research, write, present, analyze, and problem solve effectively.
- Ability to maintain confidentiality.
- Knowledge of all applicable federal and state laws and regulations and FCSO policies.

#### **MINIMUM SELECTION CRITERIA:**

Bachelor's degree in Human Resources or a related discipline. One to three years of experience in the performance of the listed duties preferably in a public sector organization. Experience may substitute on a year for year basis for the required education. Must possess a valid Florida Driver's License.

#### **SPECIAL SELECTION CRITERIA:**

Human Resources certification (SHRM-CP, SHRM-SCP, PHR, SPHR) is preferred.

#### **HOW TO APPLY:**

Any interested and qualified candidates should submit a resume and cover letter to [careers@flaglersheriff.com](mailto:careers@flaglersheriff.com).